ERDD on the Web: Display/Edit or Check Status/Delete Saved Document

When to Use

To check the "status" of an ERDD Web form and make changes to or delete an ERDD Web document, which has not been posted.

GTFM Policy compliance requirements: None
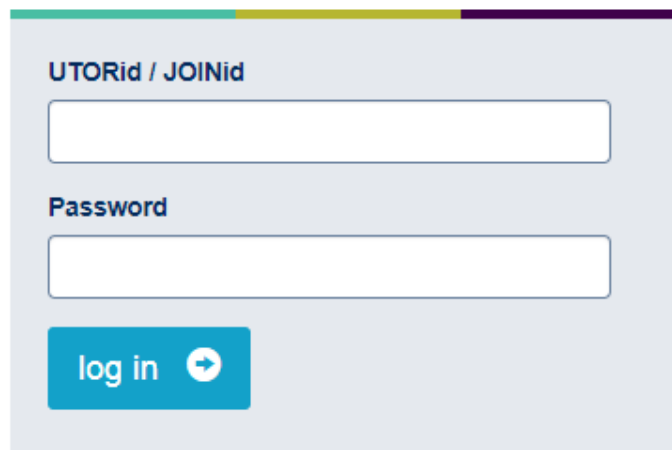
Procedural Steps:

1. Log into the Expense Reimbursements on the Web through Employee Self-Service (ESS) using your UTORid and password.

2. Click on the appropriate tab as follows:

   a. To check the status or delete an ERDD document, click on the **Check Status/Delete** tab. (**NOTE:** ERDD documents that have been "Submitted to AMS…" cannot be deleted.)

   b. To display or edit an ERDD document, click on the **Display/Edit Claim** tab. (**NOTE:** only ERDD documents that have not been submitted for posting may be edited by those with Submit access. Also, documents that have been "Submitted to AMS…" cannot be edited at all.)

3. Make changes as appropriate and continue with ERDD on the Web process.

Step 1: Log into the Expense Reimbursements on the Web through the Employee Self-Service (ESS) Portal

Access the transaction using the following URL:

https://ppm-wd.utoronto.ca/irj/portal
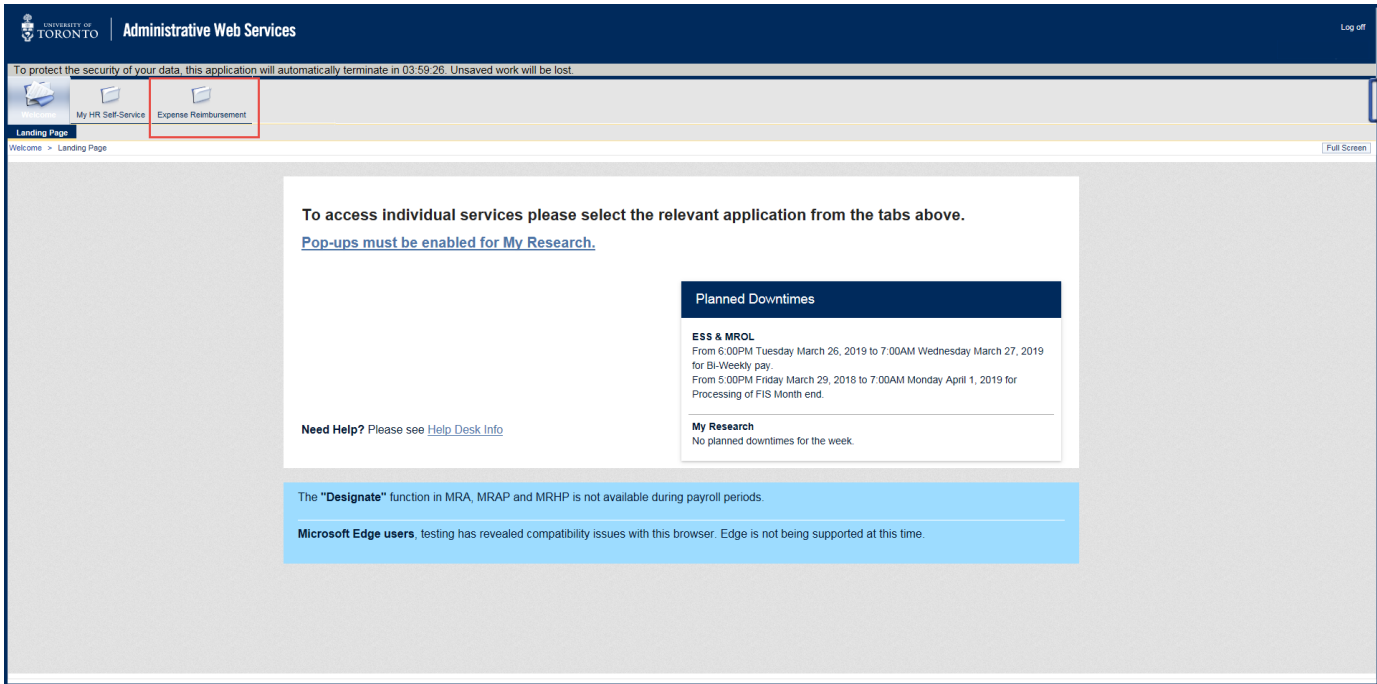
Logon using **UTORid and Password.**

UTORid / JOINid

Password

log in ➡

Tip: The web application will timeout after **10 minutes** of inactivity.

Step 2a: To check on the status of or delete an ERDD document, click on the `Check Status/Delete` tab

i) Check Status of ERDD Web document:

A listing of all ERDD Web documents entered by you and/or for which you have authorization to post, will be displayed in a table format as follows:

| ERDD Home | Create Own | Create for Others | Display/Edit Claim | **Check Status/Delete** |

Expense Reimbursements Direct Deposit on the Web

Displayed below are the expense re-imbursements and their status.
This lists the ERDD belonging to you and created by you. This list is sorted by status and audit#.
To **Delete**, use the Delete column to mark the ERDD to be deleted and click the **Delete button below**
(the claim will be displayed in the next screen where you can confirm or cancel deletion).

Delete	Audit#	Claim Name	Status
○	2011010430	TEST FORMATTED PRINT	Saved awaiting further editing. Last saved 14.07.2010
○	2011010432	ANGELA FORMATTED PRI	Submitted for processing to Business Officer on 14.07.2010
○	2011010429	DONNA TEST FORMATTED	Submitted for processing to Business Officer on 11.08.2010
○	2011010428	JANA TEST TAX CCDES	Submitted for processing to Business Officer on 14.07.2010
○	2011010427	ANGELA TEST TX C0DS	Submitted for processing to Business Officer on 14.07.2010
○	2011010416	TESTING AFTER CHNGE2	Submitted for processing to Business Officer on 05.07.2010
Cannot be deleted	2011010418	TESTING PAT OTHER	Submitted to AMS for Direct Deposit on 21.09.2009
Cannot be deleted	2011010412	TEST WITH POST2	Submitted to ONA for Direct Deposit on 14.07.2010

To limit the list of claim(s) you want displayed,
please choose one of the following options and then press ENTER.

○ Saved   ○ (number) [   ] most recent claims
○ Submitted to Business Officer   ○ claims created between (ddmmyyyy) [   ] and [   ]
○ Submitted to AMS for Direct Deposit   ⦿ All

OR
To display claims for a personnel#, select an option above, enter the Personnel# and then press ENTER.

Personnel# [   ]

To delete a claim, mark the claim above, then click Delete button below

Delete Selected ERDD above

> **NOTE:** If the claim needed does not appear in displayed list, enter the personnel number of the claimant in the "personnel#" field and all of their claims will be displayed.

Status message	Description
Saved awaiting further editing. Last saved 22.08.2006	ERDD document has been saved and can be changed by those who have Submit access.
Submitted for processing to Business Officer on 22.08.2006 ⓘ All ERDD Web documents created by those with Posting access will always display this message for *Saved* ERDD documents.	ERDD document has been submitted to Business Officer and further changes to ERDD document are possible **only** by those with Posting access.
Submitted to AMS for Direct Deposit on 21.09.2009	ERDD document has been posted and no further changes are possible to the ERDD document.

NOTE: The displayed list can be shortened by clicking on the appropriate radio button below:

> To limit the list of claim(s) you want displayed,
> please choose one of the following options and then press **ENTER**.
>
> ○ Saved ○ (number) ☐ most recent claims
> ○ Submitted to Business Officer ○ claims created between (ddmmyyyy) ☐ and ☐
> ○ Submitted to AMS for Direct Deposit ◉ All

If the claim needed does not appear in displayed list, enter the personnel number of the claimant in the "personnel#" field to view all of their claims.

> OR
> To display claims for a personnel#, select an option above, enter the Personnel# and then press **ENTER**.
>
> **Personnel#** ☐

ii) Delete ERDD Web document:

Select the claim to be deleted by clicking the appropriate radio button in the "Delete" column.

> To **Delete**, use the Delete column to mark the ERDD to be deleted and click the **Delete button below**
> (the claim will be displayed in the next screen where you can confirm or cancel deletion).

Delete	Audit#	Claim Name	Status
○	2011010434	JANA TEST VIEW	Saved awaiting further editing. Last saved 30.07.2010
○	2011010433	JANA FORMATTED PRINT	Saved awaiting further editing. Last saved 14.07.2010
○	2011010430	TEST FORMATTED PRINT	Saved awaiting further editing. Last saved 14.07.2010
◉	2011010432	ANGELA FORMATTED PRI	Submitted for processing to Business Officer on 14.07.2010
○	2011010429	DONNA TEST FORMATTED	Submitted for processing to Business Officer on 11.08.2010
○	2011010428	JANA TEST TAX CODES	Submitted for processing to Business Officer on 14.07.2010
○	2011010427	ANGELA TEST TX C0DS	Submitted for processing to Business Officer on 14.07.2010
○	2011010416	TESTING AFTER CHNGE2	Submitted for processing to Business Officer on 05.07.2010

Click the "Delete Selected ERDD above" button.

> To **delete** a claim, mark the claim above, then click **Delete** button below.
>
> **Delete Selected ERDD above**

The claim will re-display and the following options will be available:
a) **Confirm Delete**: choose this option if you still want to continue and delete the claim
b) **Cancel Delete**: choose this option if you decide not to delete the claim.

> ERDD Home | Create Own | Create for Others | Display/Edit Claim | **Check Status/Delete**
>
> To Confirm deletion of this claim, click-> Confirm Delete ; To cancel deletion of this claim, click-> Cancel Delete

If option "a" is chosen the following type of verification will be displayed:

Step 2b: To display or edit an ERDD document, click on the Display/Edit Claim tab

i) Retrieve ERDD Web document:

NOTE: The displayed list can be shortened by clicking on appropriate radio button:

The list can also be filtered by Personnel# or if the claim needed does not appear in displayed list, enter the personnel number of the claimant in the "personnel#" field and all of their claims will be displayed.

> OR
> To filter the list by a Personnel#, select an option above, enter the specific Personnel# and then press ENTER.
>
> **Personnel#** [＿＿＿＿＿＿]

ii) Edit or View the ERDD Web document:

If ERDD is available for changes, the input fields will not be "greyed out". In the following example, the ERDD has been posted and therefore no further changes are possible.

Note that both ERDD audit number *AND* the FIS document number are listed on the ERDD Web form.

All items are "greyed out"; therefore, no further changes are possible.

Step 3: Make changes as appropriate and continue with ERDD process as follows

   a) **Save for further changes**
   b) **Submit for processing ("Submit" access);** *ensure that printed ERDD form, along with the appropriate back up documentation is forwarded to your Business Officer for further processing.*
   c) **Post ERDD document ("Post" access);** *ensure that ERDD form, along with the appropriate back up documentation is filed in accordance with UofT file plan.*

End of Procedure

Related topics:

   - **ERDD on the Web:**
     http://finance.utoronto.ca/wp-content/uploads/2016/01/erddwebbusoff.pdf

   - **Using the Foreign Exchange Worksheet:**
     http://finance.utoronto.ca/wp-content/uploads/2015/11/erddwebfx.pdf